

Video Meeting Instructions

01.01.19

Requirements

Video Meetings require the use of 121 Video Dialer by InFocus. The use of the software is free and does not require a license. Please go to the following location to download the software:


<https://www.infocus.com/products/in-121dialerdt>

A camera on the participant's computer is also required.

Joining a Video Meeting

Video Meetings allow up to four participants, three callers and one host (Finance).

To join a meeting:

- Click on the 121 Video icon on your desktop. 
- Enter your name and the meeting room name (case does not matter).

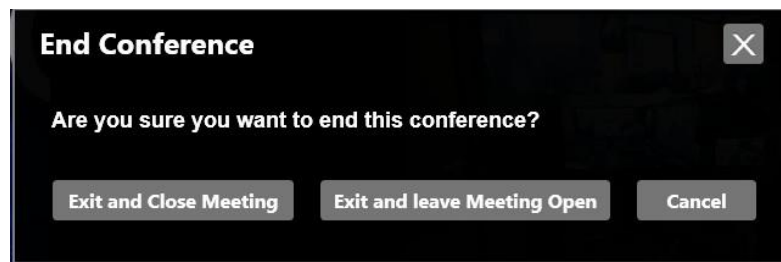
Meeting Room	Meeting Room Name (MRN)	Alternate MRN
6th Floor Main Conference Room	OSAEMondopad@dof.ca.gov	553915485@infocus.net

- The security pin number is not required.
- Click on the Video and Presentation icon.



Ending a Video Meeting

Click **End Call** to end the call. If a Video Meeting is in progress, the following window will display.



Click **Exit and Close Meeting** to end the conference completely.

- Click **Exit and leave Meeting Open** to leave the meeting and allow the other conference participants to continue the meeting.

Toolbar

The toolbar auto-hides after five seconds of inactivity. Click the screen to display the toolbar again.



Button		Description
	Self-View	Click to display the image from the Mondopad device's camera. This is especially useful when you want to adjust the pan and tilt of the camera on top of the device.
	Volume	Use the slide bar to increase and decrease the volume level of the call.
	Audio On/ Off	Click to mute or unmute the audio to the remote party.
	Video On/Mute	Click to mute or unmute the video signal to the remote party.
	Mic On/Off	Click to turn your microphone on or off.
	Share	Click to share an application on your PC screen or your entire PC screen with other video call participants.
	Full/Normal Screen	Click to toggle between full screen and normal screen video.
	Add Caller	For InFocus.net 121 Premium users only. Click to add another caller to the video meeting.
	Layout	Click to change the layout of the video meeting participant windows.
	Hold/ Resume	Click to put a call on hold or resume the call.
	End Call	Click to end the call.